

# REQUEST TO ACCESS GOVERNMENT RECORD

DATE: \_\_\_\_\_

TO: MAUI COUNTY PLANNING DEPARTMENT (FAX NUMBER: (808) 270-7634)

FROM: \_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

**I understand and agree to the following condition:**

**UNAUTHORIZED REMOVAL, DESTRUCTION, MUTILATION OR OBLITERATION OF ANY FILE OR DOCUMENT FILED IN THE CUSTODY OF THE COUNTY OF MAUI CONSTITUTES A CRIME UNDER H.R.S. § 710-1017.**

\_\_\_\_\_  
**SIGNATURE**

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Although you are not required to provide any personal information, you should provide enough information to allow the agency to contact you about this request. The processing of this request may be stopped if the agency is unable to contact you. Therefore, please provide any information that will allow the agency to contact you (name, telephone, etc).

**I WOULD LIKE TO INSPECT THE FOLLOWING GOVERNMENT RECORD:**

Describe the government record as specifically as possible so that it can be located. Try to provide a record name, subject matter, date, location, purpose, or names of persons to whom the record refers, or other information that could help the agency identify the record. A complete and accurate description of the government record you request will prevent delays in locating the record. Attach a second page if needed.

Tax Map Key(s):

Project Name(s):

Permit No(s):

OTHER:

- ☐ Check this box if you are attaching a request for waiver of fees in the public interest.  
(See waiver information on back).

**SEE BACK FOR IMPORTANT INFORMATION**

## **FEES FOR PROCESSING RECORD REQUESTS**

You will be charged fees for the services that the agency must perform when processing your record request, including fees for making photocopies and other lawful fees.

1. Duplicated copy of any record (by duplicating machines, including, but not limited to, microfilm, printer, Thermofax, Verifax, Xerox, etc.):  
for each page or copy thereof: \$0.25
2. Copy of map, plan, diagram:  
Sheet sizes of 8-1/2" x 13" to 10" x 15" \$0.50  
Sheet sizes over 10" x 15" to 22" x 36" \$1.00  
Larger than 22" x 36" size; per square foot or fraction thereof: \$0.50

**NOTE:** Copies will be processed on a time available basis only

## **WAIVER OF FEES IN THE PUBLIC INTEREST**

Up to \$60.00 of fees for searching for, segregating and reviewing records may be waived when the waiver would serve the public interest as described in section 2-71-32, Hawaii Administrative Rules. If you wish to apply for a waiver of fees in the public interest, you must attach to this request a statement of facts, including your identity as the requester, to show how the waiver of fees would serve the public interest. The criteria for this waiver, found at section 2-71-32, Hawaii Administrative Rules, are:

- (1) The requested record pertains to the operations or activities of an agency;
- (2) The record is not readily available in the public domain; and
- (3) The requester has the primary intention and the actual ability to widely disseminate information from the government record to the public at large.

## **AGENCY RESPONSE TO YOUR REQUEST FOR ACCESS**

The agency to which you addressed your request must respond within a set time period. The agency will normally respond to you within 10 business days from the date it receives your request; however, in extenuating circumstances, the agency must respond within 20 business days from the date of your request. If you have questions about the response time, you may contact the agency's UIPA contact person. If you are not satisfied with the agency's response, you may call the Office of Information Practices at 808-586-1400.

## **REQUESTER'S RESPONSIBILITIES**

You have certain responsibilities under §2-71-16 Hawaii Administrative Rules. You may obtain a copy of these rules from the Lieutenant Governor's Office or from the Office of Information Practices. These responsibilities include making arrangements to inspect and copy records, providing further clarification or description of the requested record as instructed by the agency's notice, and making a prepayment of fees, if assessed.